

CAVSCONNECT STAFF APPLICATION

2019-2020

Please attach your picture here!

If you are interested in joining the CavsConnect staff for the 2019-2020 school year, please read and fill out the application thoroughly. Once completed scan and email your application to

gables CavsConnect@gmail.com with your first name, last name, and position applying for as the subject line

or turn in to Mrs. Suarez in the activities room by

January 23.

Prior to completing this application, please know that as a staff member you must be able to:

1. Take the CavsConnect class
2. Meet Deadlines (No Exceptions)
3. Spend time outside of class to complete assignments.
4. Take responsibility seriously
5. Participate in organized fundraising activities
6. Attend the mandatory staff training

General Information:

Name: _____ ID #: _____

Phone #: _____ Email Address: _____

2019-2020 Grade Level: _____ Position Applying for: _____

Why do you want to be part of the CavsConnect staff? _____

Your Staff Interests:

As a member of the CavsConnect staff, you will take on the role of a staff writer. Please read the following descriptions of what this title entails:

~Staff Writer:

- Come to class on time and prepared ☺
- Write articles, captions, headlines, and take photos.
- Hold interviews to gather background information with those involved in an article.

- Meet deadlines and be responsible in checking edits that are made to your article. Fix edits in a timely manner.
- Responsible for communicating with your editor if assistance is needed.

In addition to being a staff writer, which, if any, of the following positions would you be interested in?

~Editor-in-Chief: (At least one previous year in the publication is required.) *Duties of a staff writer (see above)-articles are written bi-weekly, run production week, lead classroom discussion, oversee the production of the staff, send out cycle sheet, create monthly lesson plans, run monthly editor meetings, keep track of deadlines and enter competitions, monitor who comes in and out of the classroom, take attendance, manage classroom environment, input staff grades, schedule articles to be published.*

~Business Manager: *Collects classroom fees, coordinates and sends out a monthly cleaning schedule, oversees all fundraising/advertising activities, send classroom reminders, updates news/cap briefs, collects all staff paperwork, organizes field trips, keeps track of publication membership, organizes all staff holiday/bonding activities, updates the weekly poll, Duties of a staff writer (see above)-articles are written bi-weekly.*

~Section Editor: *Duties of a staff writer (see above)-articles are written bi-weekly, run the brainstorming session for their section, responsible for keeping in contact with staff writers, edits articles by deadline, grade staff writers. Please circle the section that you are interested in:*

News Opinion Reviews Features Lifestyle Sports En Espanol

~Copy Editor: *Duties of a staff writer (see above)-articles are written bi-weekly, proof reads all assigned staff articles for errors (grammar, punctuation, spelling, etc.) Makes sure each article is written in accordance with the AP Style Guide, sends completed articles to editor-in-chief to be published.*

Personal Assessment/Miscellaneous:

Please answer the following questions by placing a score using a scale of 1 through 10 in the space provided. Ten is the "most" and 1 is the "least."

1. How comfortable are you approaching and talking to students you don't know? _____
2. How well do you work independently? _____
3. How much do you procrastinate? _____
4. How well do you take suggestions, recommendations, and constructive criticism? _____
5. How strongly are you committed to being in class and a part of the staff? _____
6. How much of a team player are you? _____
7. How familiar are you with a digital camera? _____
8. How are your writing skills? _____
9. How are your leadership skills? _____

Please answer the following questions by circling yes or no.

- | | | |
|--|-----|----|
| 1. Do you have access to a computer with internet a home? | Yes | No |
| 2. Are you proficient in Photoshop or InDesign? | Yes | No |
| 3. Will you be able to attend school events if assigned the article? | Yes | No |
| 4. Are you willing to make CavsConnect a priority if chosen? | Yes | No |

What do you consider your biggest strengths? _____

What do you consider your biggest weaknesses? _____

Schedule:

Academy: _____

Current Schedule & Teacher:	Tentative 2019-2020 Schedule (if known):
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Extra-Curricular Activities:

Please list any extracurricular activity you plan to participate in for the following school year and any position held if applicable. (NHS, Activities, FBLA, Soccer, Football, Job etc.)

NOTE: CavsConnect is a student run publication. It is an expectation that when you apply to be part of the staff, you are 100% committed and will complete all responsibilities. If you choose to fail to meet deadlines or fulfill your responsibilities, your grade, and the quality of the site (due to frequent update), are negatively impacted by your decision. Please keep in

mind that it is possible to be placed on probation.

Mandatory Workshop: Once interviews are held, a contract will be given with CavsConnect mandatory training dates. Failure to participate with no prior notice will result in removal from the staff.

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature _____

Please attach a writing sample to your application. Your sample may be an assignment that you have completed for a class.